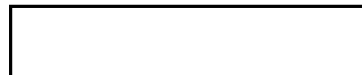1 July 1970

MEMORANDUM FOR: Chief, IHC/SS

    Attached are two papers relating to a concept for an
information center in R/D on information handling. The
first paper describes the initial efforts which may be
considered as minimum efforts to establish an information
center for R/D in information handling in the intelligence
community.

    The second paper describes an estimate of the total
efforts required to establish an effective information
center in the total R/D being performed in information
handling. It should be recognized that such an effort is
expensive---for example, it is understood that the ESSO
information center costs more than $1 million per year
and uses Ph.D.'s for information scientists.

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Initial Efforts

1. Establish procedures for submission of a brief description of any R/D project in information handling in the intelligence community to a centralized R/D Information Center.

2. Establish working spaces and 1 billet for a person to operate this center. Access to classified and unclassified telephone, and LDX is required.

3. Receive brief description of R/D projects.

4. Establish manual filing system for project descriptions with retrieval by project name, sponsoring agency, keywords, and principal participating employees.

5. Publicize the services available from the information analyst at the R/D Information Center on information services relating to the R/D information. Additionally, the information analyst publishes a monthly newsletter related to new projects, or projects of special interest to the intelligence community. Emphasis will be put on attracting users from the intelligence production areas.

6. The information analyst provides other information services on R/D in information handling in the intelligence community as requested.

Total Efforts For An Operational Information Center

Additional efforts required to obtain an operational information center for the intelligence community on all R/D in information handling being performed are:

1. Establish 30 professional billets (and 10 supporting billets) for engineers, scientists, mathematicians, and/or physicists to work in the center on a dual appointment basis. Each professional would be located on a part-time basis at a center of excellence in the intelligence community in his principal scientific area of concern in information handling.

2. Establish a good, complete technical library for use by the center personnel.

3. Establish a large automated information storage and retrieval system for real-time support of the center. This facility will have remote terminals and services in each agency for on-site consulting.

4. Establish a large working area for use by the center in their receipt, inputting, and retrieving the technical information, as well as providing consulting services.

5. Establish a travel fund for use by the 30 professional personnel in their worldwide travel to obtain the technical information from government, private industry, and university laboratories; experimental research/development/test/evaluation sites; and technical meetings.

6. Establish supporting information services (automated whenever possible) from Battelle Memorial Institute, Defense Documentation

Center, Clearinghouse for Federal Scientific and Technical

Information, Science Information Exchange, language trans-

lation services, Library of Congress, Institute of Electrical

and Electronic Engineers, American Society for Information

Science, Association for Computing Machinery, and other similar

information centers or libraries.

7. Establish a working arrangement for assignment of areas of

responsibility on various phases of information handling R/D

to the existing areas of expertise in the intelligence community.

The professional personnel assigned to the information center

will be located on a part-time basis at these centers to insure

a technical understanding (and awareness) of the recent efforts

and technical approaches in R/D in information handling.

8. Continue publicity about the information services available,

as well as publication of newsletter. Emphasis will be placed

on attracting users from intelligence production areas.